

PICK-UP AND DELIVERY OF PRESCRIPTION AND OVER-THE-COUNTER MEDICATIONS

AGENCY:

ITEM REVIEWED	YES	NO	N/A	✓ COMMENTS
A. PERSONNEL				
1. Evidence that personnel performing medication pick-up have:				
• Current Texas driver's licence				
• Insurance as required by state law				
2. Evidence that specific staff are authorized to pick up medications				
3. Evidence that provisions are made in case specific staff are unable to perform this duty				
B. POLICIES AND PROCEDURES				
1. Written agency policies or procedures for:				
• Medication pick-up and delivery, including tracking the process				
• Handling over-the-counter medication delivery				
• Dealing with mishaps (moving violations, accidents, etc.) when transporting medication				

ITEM REVIEWED	YES	NO	N/A	✓ COMMENTS
• Addressing the situation of the client not being at home to receive his/her medication				
• Limiting the length of time that medications can be stored on agency property prior to delivery or collection.				
C. TRANSPORTATION				
1. Evidence that medications are transported according to pharmacist instructions regarding storage conditions.				
2. Current insurance coverage required by state law and by funding sources for Agency vehicle used to pick up or deliver medications.				
D. DELIVERY				
1. Documentation of activity related to necessary and secure storage of medications and of attempts to make delivery				
RECOMMENDATIONS				